

Town of Monterey Massachusetts 01245
APPLICATION FOR CERTIFICATE OF INSPECTION

Date: _____

☐ Fee Required (\$55 made payable to the Town of Monterey) ☐ No Fee Required

In accordance with the provisions of the Massachusetts State Building Code, 780 CMR 106.5, I hereby apply for a Certificate of Inspection for the below-named premises located at the following address:

Street and Number: _____

Name of Premises: _____

Purpose for which premises is used: _____

License(s) or Permit(s) required by other governmental agencies (attach additional sheets, if necessary):

License or Permit	Agency

Certificate to be issued to: _____

Address: _____

Owner of record of building: _____

Address: _____

Name of present holder of certificate: _____

Name of agent, if any: _____

Applicant's name (Please print): _____ Phone: _____

Title: _____ Date: _____

Email address: _____

The building official shall be notified within ten (10) days of any change in the above information

Required Submittals (check, if document is attached)	Check, if not applicable
<input type="checkbox"/> Latest fire extinguisher inspection report or invoice	<input type="checkbox"/>
<input type="checkbox"/> Latest fire sprinkler test report	<input type="checkbox"/>
<input type="checkbox"/> Latest fire alarm and smoke/heat detector test report	<input type="checkbox"/>
<input type="checkbox"/> Latest kitchen hood suppression system test report	<input type="checkbox"/>
<input type="checkbox"/> Latest generator test report	<input type="checkbox"/>
<input type="checkbox"/> Latest fire escape, exterior stairway, bridge and/or balcony inspection report	<input type="checkbox"/>
Note: All testing must be completed in accordance with applicable State Building Code and NFPA standards	

Instructions:

1. Make check payable to: Town of Monterey
2. Return this application, all applicable test reports, and your check to: Town of Monterey, P.O. Box 308, Monterey, MA 01245
3. Application form and fee must be submitted for each building to be certified

For Office Use Only

Date received:	Receipt Number:	Check Number:
Certificate No.:	Inspection Date:	Expiration Date:

Summary of Applicable Regulations

The Commonwealth of Massachusetts State Building Code, 110.7.1 ABCC Licensed Establishments states:

Certificates of Inspection for establishments intending to sell alcoholic beverages to be consumed on the premises shall be governed by M.G.L. c10, section 74 and the inspection schedule in section 110.7 780 CMR. The Building Official may issue a temporary inspection certificate, one co-signed by the building official and the head of the fire department, effective to a date certain for the establishment.

Building and fire officials will inspect and determine if service equipment, devices and safeguards are maintained in good working order pursuant to the following referenced codes and standards:

To determine if service equipment, devices and safeguards are maintained in good working order, we rely on the following:

- **Fire extinguishers**, in accordance with NFPA 10, must be inspected monthly. Extinguishers must be serviced annually by licensed individuals and companies.
- **Sprinkler Systems** must be inspected and tested at least annually, in accordance with NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire protection Systems, 2002 Edition, by a licensed sprinkler contractor. However, water flow alarm devices including, but not limited to mechanical water gongs and pressure switch type shall be tested quarterly (by opening the inspectors test connection). Records of inspections, tests, and maintenance of the sprinkler system must be maintained by the owner.
- **Fire detection equipment** must be tested periodically in accordance with NFPA 72. NFPA Test Report is required to be submitted to the Building Department.
- **Kitchen hood fire suppression systems** must be inspected and tested semi-annually in accordance with NFPA 96, by licensed individuals and companies.
- **Commercial Kitchen Hood and Ductwork** must be inspected, cleaned and certified by an individual possessing a MA Type I Certificate pursuant to 527 CMR 11.
- **Emergency Power Systems** must be inspected weekly and exercised under load once a month for at least 30 minutes in accordance with NFPA 110 Standard for Emergency and Standby Power Systems. A written record of the emergency power system inspection, tests, exercising, operation, and repairs shall be maintained on the premises.
- **Fire Escapes, exterior wood or steel stairways, bridges or balconies** must be examined and/or tested and certified for structural adequacy every five years by a registered professional engineer or others qualified and approved by the building official. An affidavit must be submitted to the building official, per 780 CMR 1001.3.2.

Posting of the Certificate of Inspection

111.5 Posting: The owner of record is required to post the Certificate of Inspection at the main entry or be made readily available for inspection.